Survey Approval Process

I would like to survey University of Auckland students. What do I need to do?

Consult Student Survey Policy and Survey Register

Is the information already collected? Or Could it be collected in another way?

Contact Academic Quality Office for advice, if needed

Does the proposed survey require PVC(E) approval?

Contact Academic Quality Office for advice, if needed

Consult Survey Register and Calendar for timings of existing surveys.

Complete and submit Student Survey Proposal Form to PVC(E), via Academic Quality Office

Submit application for UAHPEC approval

Consult Survey Register and Calendar for timings of existing surveys.

Apply concurrently

Has UAHPEC approval been granted?

Has PVC(E) approval been granted?

Refine if required

Survey finalised and details published on the Survey Register

Survey conducted

Survey report or summary provided to Academic Quality Office (institutional surveys only)

END

Contact existing survey sponsor identified on the Register to negotiate use of data; Or investigate other options for collecting student feedback.

Contact Academic Quality Office for advice, if needed

quality@auckland.ac.nz

N.B. The approval of a director or Dean must be included. If access to University data is required, this should be discussed with the Academic Quality Office. A requirement for access to University data may affect the proposed survey timeline.

Does the proposed survey require PVC(E) approval?

See list of exempt surveys in policy

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Is the survey being conducted as part of an academic research project?

Submit application for UAHPEC approval

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Has UAHPEC approval been granted?

Has PVC(E) approval been granted?

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